



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Monday 28th February 2022

To All Members of the Personnel Sub-Committee:

Councillors Rumsey (Mayor), Marsh (Deputy Mayor), Murdoch (Chair F&GP, Chair C&E), Smith-Winnard (Chair E&S) and Herschy (Chair P&H).

(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to a meeting of the **Personnel Sub-Committee** to be held on **Wednesday 9th March 2022** commencing at **2pm** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Julie Debbage

Julie Debbage
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

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4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

5. MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on Friday 19th November 2021 need to be agreed and signed as a correct record.

6. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

7. STAFFING REPORT

(a) To consider the clerks verbal report and the recommendations contained therein.

To discuss the following:

- Staffing update;
- Recruitment of Caretaker;
- Staff appraisals.

8. DATE OF NEXT MEETING

A date for the next meeting of the Personnel Sub-Committee, which will be held at the Council Offices, 11 Corn Square, Leominster HR6 8YP, needs to be agreed.

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PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Friday 19th November 2021 commencing at 11:30 hours in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

MEMBERS PRESENT: Councillors Rumsey (Mayor), Murdoch (Chair F&GP & Chair C&E) and Herschy (Chair P&H).

OFFICERS PRESENT: Town Clerk

PC08/21 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Smith Winnard (Personal) and Cllr. Marsh (Meeting).

PC09/21 DECLARATIONS OF INTEREST

No declarations of interest were received.

PC10/21 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC11/21 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC12/21 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 3rd September 2021 were agreed and signed as a correct record.

PC13/21 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and Personnel Sub-Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- Sub-Committee noted the verbal staffing report from the Clerk.
- Sub-Committee noted the Staffing Review Report presented by the clerk and **RESOLVED** to recommend the following to the next meeting of the Full Council.
 - Revised scale for staff members from April 2022.
 - A revised Line Management Structure for some staff.
 - To commission a freelance Project Officer (Welcome Back Fund) to set up a Business Group from January 2022-March

2022 leading up to a Business Promotion Event with free parking.

- Sub-Committee noted the Training & Development Draft Policy and requested that a clause regarding a scale of repayment for some training be considered. It was **RESOLVED** that the clerk would investigate this with the Human Resources Contractor.
- Sub-Committee **RESOLVED** to advertise the Tourism & Media Assistant post after reviewing the job description.
- Sub-Committee noted that an update regarding the Old Priory had not been received so the Caretaker post would be advertised when a timeline for the asset transfer had been received from Herefordshire Council.
- Sub-Committee noted that the Diversion & Inclusion Report requires further consideration.

PC14/21 DATE OF NEXT MEETING

The next meeting will be held in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the meeting closed at 13:00 hours.

CHAIR:

DATE: